



Dear Sir or Madam,

You are being asked to serve as a proctor for a Non-degree seeking student in the College of Allied Health Professions who wishes to enroll in one of our online courses at the University of Nebraska Medical Center. The Proctor Guidelines and Responsibilities and agreement form are enclosed for you to sign if you agree to participate as a proctor for this student. Please return the Agreement Form to the student and have them upload it to their application.

Feel free to contact us with any questions, concerns, or comments at any time. Thank you in advance for your interest and support in helping this applicant pursue his or her educational objectives.

Sincerely,

College of Allied Health Professions
Enrollment Management & Student Affairs

UNMC College of Allied Health Professions

Proctor Guidelines and Responsibilities for Visiting Students

The College of Allied Health Professions (CAHP) at the University of Nebraska Medical Center provides a way for working health professionals to enroll in courses through distance learning technology. A vital feature of these courses is the support provided by program proctors.

Proctor Requirements

All proctors must meet the following criteria:

- Supervisor/Educator experience
- Baccalaureate degree preferred
- Cannot be a Family member

Student Responsibilities

Throughout the student's enrollment in the CAHP course, the student will:

- Provide course instructors with the Proctor's contact information when applicable.
- Notify Proctor of any course activities that require their participation at the start of the semester.
- Initiate scheduling and coordination of activities at a mutually agreeable time and location for the proctor, the student, and the instructor.

Program Responsibilities

Throughout the student's enrollment in the CAHP course, the Instructor will:

- Coordinate and provide instructions for the assignments to the student.
- Provide the Proctor with appropriate evaluation forms and instructions for their completion when applicable.
- Coordinate with the Proctor for delivery of testing materials and provide instructions for quizzes and exams, which require proctoring.

Proctor Guidelines

Proctoring of Exams

Faculty will send proctors all passwords needed for any course the student is currently enrolled in. The student will need to make arrangements with their proctor to schedule each exam session. As the student pulls up the page in Blackboard to access the exam, the proctor needs to enter the appropriate password and then proctor the exam, by staying in the room, as the student completes it. Copying, printing or saving of examinations to another electronic device or program by the students is not allowed.

The student may bring a blank sheet of paper into the exam to record their answers. In the event that there is a problem with Blackboard and their answers are unable to be submitted, the proctor can fax this sheet to the course instructor. If there is no problem in submitting the results on Blackboard, the student will give the sheet to the proctor and the proctor will destroy it.

Students should not leave the testing area with any printed materials generated during an exam, unless specifically stated in the instructions. If something needs to be faxed, we prefer that the proctor fax those materials. The student will then notify the faculty contact for the course that the exam has been completed.

Students will be permitted to have a calculator when approved, but the calculator may not be pre-programmed with formulas, calculations or other sensitive information. Use of a calculator will be approved for each exam as appropriate.

Students will not be permitted to have academic material near their seats. Examples include, but are not limited to the following:

- a. Cellular telephones, personal computers, mechanical or electronic devices, such as personal digital assistants (PDAs), devices with computer communication and/or memory capability, electronic paging devices, recording or filming devices, iPods or radios
- b. Coats, jackets, headwear, backpacks, book bags, briefcases
- c. Books, notes, study materials

If the internet disconnects for some reason while the student is taking an exam, the proctor should attempt to log back in using the password when reconnected. If students save their exam responses periodically, they may be able to pick up where they left off. If a message appears that the exam has already been submitted and the student is not allowed to retake the exam, immediately contact the course faculty contact via phone. They will clear the exam attempt, at which time you can reenter the password to allow the student to begin the exam again. All entered information will be lost whenever an exam is cleared, but this process will allow a student to complete the exam at the originally scheduled time.

Any student who abuses the testing guidelines will be asked to surrender the unfinished examination to the proctor/exit Blackboard and asked to leave the examination area. The proctor will notify the appropriate UNMC faculty and the UNMC faculty will initiate appropriate action for documentation of the incident according to the UNMC CAHP Policy and Procedures Handbook. This documentation then becomes a part of the student's permanent record. This may be grounds for dismissal from the course.

University of Nebraska Medical Center College of Allied Health Professions
Proctor Agreement Form

Proctor Requirements –

- Supervisor/Educator experience
- Baccalaureate degree preferred

I hereby agree to serve as a Proctor for the student listed below during their enrollment in coursework at the University of Nebraska Medical Center.

I agree to perform the following services on an “as needed” basis when sufficiently notified by the course instructor:

- Proctor (or arrange for proctoring of) exams at a mutually agreeable time and location for the proctor, the student, and the instructor.
- Inform the instructor of any significant problems that develop which require faculty attention, knowledge, or consultation.

I agree to provide my contact information below for use by the course instructors, and program faculty, advisors, coordinators, and staff.

NAME of Student:

Typed or Printed

NAME of Proctor:

Typed or Printed (with credentials)

Signature

TITLE of Proctor:

BUSINESS NAME of Proctor:

WORK ADDRESS of Proctor:

City: _____ ST: _____ Zip: _____

WORK PHONE of Proctor:

(Include area code and extensions if applicable)

WORK EMAIL of Proctor:

Do you have recent experience as a supervisor/educator? Yes N

What is your highest degree completed? _____

Please complete this form and return it to (fax or email preferred):

University of Nebraska Medical Center
Enrollment Management & Student Affairs
984035 Nebraska Medical Center
Omaha NE 68198-4035

Phone: 402.559.6673
Fax: 402.559.3385
Email: Cahpadmissions@unmc.edu